



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

REPLY TO
ATTENTION OF

IMEU-VIC-LGS

29 OCT 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-03 on Issue of Official Fuel Coupons

1. References:

- a. AR 710-2, Supply Policy Below Wholesale Level.
- b. AER 710-2, Supply Policy Below Wholesale Level.
- c. USAG Vicenza Property Control Branch External SOP dated September 2009.

2. References above dictate strict accountability of official fuel coupons by supply activities, Property Book Officers, vehicle operators, and all other personnel entrusted with this easily abused and highly pilferage item. To ensure proper handling and accountability of official fuel coupons, the following policy for their issue and receipt is established.

3. Effectively immediately, Official Fuel Coupons will be issued by the garrisons Class III Responsible Officer located at the Class III Fuel Issue Facility, Bldg 200, DSN: 634-6872.

4. To reduce the amount of fuel coupons issued to anyone unit at any given time, while ensuring accountability is maintained at its highest level thereby reducing cost to the garrison, fuel coupons will only be issued at the organizational level, and not to individual drivers. Only those personnel designated by a commander of a unit or organization on a DA Form 1687 will be authorized to receive coupons for the use by that organization. Coupons will be issued to representatives of the following organizations:

HSC USARAF
HHC 173 Infantry Bde
S4 1/503d Airborne
S4 2/503d Airborne
S4 14th TMC Bn

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S4 509th Signal Bn
HHC, USAG Vicenza
PMO
Carabinieri Detachment

Other organizations not annotated above will coordinate directly with the Class III responsible officer at 634-6872 for issue on a case-by-case basis.

5. Procedures:

a. Unit representatives must be designated by a commander or director on a DA Form 1687, Delegation of Authority, indicating authorization to sign for fuel coupons. No more than three individuals may be so designated by each unit or organization, and no more than one individual can have fuel coupons signed out at any one given time.

b. Units' representatives will sign for the fuel coupons by serial number on DA Form 3161, Request for Issue and Turn In. The number of coupons issued will be based upon historical consumption of that unit, as well as any documented anticipated mission increase.

c. Each unit's representative is responsible for the accountability of official fuel coupons within their unit. In order to ensure accountability the following measures, at a minimum, will be adhered to:

(1) Official fuel coupons will be signed out by serial number to individual vehicle operators by the unit hand-receipt holder utilizing DA Form 3161.

(2) Fuel coupon managers/hand-receipt holder will ensure unused coupons are accepted from returning operators along with the annotated AE Form 710 -2a, Receipt for Official Fuel Coupons and a receipt from the fuel station for each purchase of fuel.

Note: This is a change to previous procedures which required only a stamp on the AE Form 710-2. All vehicle operators purchasing fuel with official fuel coupons MUST receive a receipt from the vendor and include this in the documentation accounting for the consumption of the fuel.

(3) Maintain a running inventory of the fuel coupons on hand, by serial number annotating those that are out on hand receipt and those which have been consumed.

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(4) Investigate all unaccounted for fuel coupons. Time to time, an individual may neglect to request a receipt and stamp. The circumstances of this must be outlined in a memorandum signed by the unit commander. The mileage of the vehicle for the trip for which the coupons were used must also be annotated verifying consumption.

d. Unit commanders are responsible for establishing internal operating procedures to ensure vehicle operators will:

(1) Completely and legibly sign fuel coupons exchanged for fuel. (Authenticating coupons before use by annotating or affixing official information is not authorized.)

(2) Ensure fuel coupons are not altered.

(3) Ensure types and grades of fuel required for vehicles conform to vehicle or equipment specifications.

(4) When fuel coupons are used:

(a) Obtain a receipt for the fuel received and the signature of the fuel station attendant and the fuel station stamp on AE Form 710-2A to verify use of the coupons.

(b) Sign AE Form 710-2B to verify that the fuel coupons were used.

e. Monthly Reconciliation:

(1) Expended fuel coupon books, receipts, AE 710-2a, and unused coupon books must be presented to the Fuel Point no later than the 10th working day of the month for reconciliation. All documentation for fuel must be original only, no copies will be accepted. An appointment for this purpose will be coordinated with the Class III responsible officer at 634-6872.

(2) If fuel coupons are currently issued to an individual in travel status, a DA Form 3161 supporting this issue may be used as supporting documentation. Only those coupons physically outside of the immediate Vicenza area may be accounted for in this manner. All other coupons on hand in the unit must be presented at the reconciliation.

(3) No fuel coupons will be issued to an organization if this reconciliation has not taken place. If fuel coupons are not accounted for, no further fuel coupon issues will be made until a Formal Liability Investigation of Personnel Liability (FLIPL) has been initiated.

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6. Fuel coupons are, in fact, a form of sensitive item and must be controlled as such. Abuse of this privilege is a violation of our SOFA agreement and Customs laws, its misuse could be grounds for severe penalties by both the US Government and the Host Nation authorities. No deviation of these procedures are authorized.


ERIK O. DAIGA
COL, MI
Commanding

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A1 minus USAG Livorno